



PLANNING & ZONING

43 Bombardier Road
Milton, Vermont 05468-3205
(802) 893-6655 option 4
miltonvt.gov

Contact your Zoning Administrator to determine the path forward for your project. Below is a general outline of the steps needed.

How to Adjust a Lot Line

Step 1 – Submit Zoning Permit application

1. Submit a Zoning Permit application with parcel information/owner information for all lots involved, a sketch of the adjustments, and application fee of \$105.
2. Tip: Prior to submittal, ensure each lot will meet dimensional standards of your zoning district. See Resource Page for UDR & Mapviewer to find district standards and what district you're in.
3. Approval
 - a. The Zoning Permit approval will be emailed and/or mailed to you.
 - b. A permit notice sign will be mailed to you to be displayed on subject property visible from the public right of way.

Step 2 – Conditions of Approval

1. You must meet all conditions of approval required in the Zoning Permit.
2. Recording a survey plat
 - a. Pay the Legal Escrow amount determined in Notice of Decision (typical is \$200).
 - b. Your attorney drafts legal documents.
 - c. Provide P&Z Staff with the final survey plat for review (electronic).
 - d. Staff sends drafts to Town Attorney who reviews the plat and draft legal documents and sends any comments/edits back
 - e. Print survey plat on mylar paper for recording in Land Records (\$25) and hardcopies of final plat.
 - f. Zoning Administrator signs "mylar" and brings to Clerk's Office for recording and Staff will provide a Slide# for the legal documents.
 - g. Record legal documents associated with subdivision that has been reviewed/approved by Town Attorney.
 - h. Staff will return any remaining funds from legal review to applicant.

Step 3 – Certificate of Compliance

1. Once all conditions are approved (survey plat recorded and deeds recorded), applicant can apply for the certificate of compliance.

Resources:

UDR: <https://www.miltonvt.gov/DocumentCenter/View/1334/Town-of-Milton-Unified-Development-Regulations-Amended-06072021-PDF?bidId=>

Mapviewer: <http://map.ccrpcvt.org/miltonmap/>

Applications:

Zoning Permit: <http://miltonvt.gov/DocumentCenter/View/1206/Zoning-Permit-Application-PDF>

Certificate of Compliance: <http://miltonvt.gov/DocumentCenter/View/268/Certificate-Of-Compliance-Application-PDF>

State Information:**ANR Permit Specialist:**

Permit Specialist, Districts 4 and 6

[Jeff McMahan](#) | Permit Specialist

Essex Regional Office ([map](#))

111 West Street

Essex, VT 05452

Telephone: 802-477-2241

Email: jeff.mcmahon@vermont.gov

Permit Navigator: <https://dec.vermont.gov/permitnavigator>

Water/Wastewater: <https://dec.vermont.gov/water/ww-systems>

Physical/Mailing Address

Environmental Conservation:

111 West Street

Essex Junction, Vermont 05452

Phone: 802- 879-5656

Fax: 802-879-3871

Hours: Monday through Friday, 7:45 a.m. to 4:30 p.m.